Standlake CE Primary School

Church End, Standlake, Witney, OX29 7SQ
Tel: 01865 300454
office.3127@standlake.oxon.sch.uk
https://standlakeschool.co.uk/
Headteacher: Mrs Penny McCarthy

Breakfast Club & After School Club

Introduction

The before and after school club exists to provide high quality, out-of-school hours childcare for our parents. It provides a range of stimulating and creative activities in a safe environment for children in reception to Y6.

The breakfast club operates from Monday to Friday 7.45am – 8.45am during term time. The after school club operates from Monday to Friday 3.15pm – 4.15pm (session 1) and Monday to Thursday 4.15-5.15pm (session 2) during term time. (children can attend session 1 only or session 1 and session 2.

A copy of this policy is provided to all parents and is also available on the school website.

All parents must complete a registration form for each child attending the club and sign an agreement to adhere to the terms of this policy on Arbor.

Admissions

- Only children attending Standlake CE Primary School are eligible to attend.
- All places are subject to availability.
- The registration process must be completed prior to the child's commencement at the club.
- All parents will receive a paper copy of this policy and this policy is available to view via our school website.
- Children's attendance is recorded in a register.
- Non pre-booked children are welcome to use the clubs on an ad hoc basis providing there are spaces
- Sessions can be booked in advance via Arbor from the last day of the previous big term and will be allocated on a first-come, first-served basis.

Arrival

Breakfast Club

- Parents/Carers are required to bring their child to the front gate and ring the bell. Staff will open the gate for children to come in and greet them at the front entrance of the school building.
- Children will be directed to their class at 8.40am. Jemison class children (reception) will be taken to their classroom by an adult and handed over to the class teacher/teaching assistant.

After School Club

- Children in Jemison class (reception) will be dropped off at After School Club by a member of staff directly from their classroom.

● Children in Y1 and Y2 will come directly into the hall from their classroom. Years 3, 4, 5 and 6 will make their way directly to After School Club and be greeted by a member of the club staff.
● The club staff will take a register and will liaise with the class teacher/school office to determine any reason why a child is not accounted for.

Departure

After School Club

- Parents collecting from the first session of after school club at 4.15pm should wait outside the front gate and children will be brought to the gate and handed over to their parent by a member of staff.
- Parents collecting from the second session should ring the bell on the intercom at the front gate which will be answered by a member of staff once they have identified who has arrived. The parent will be let through the front gate and should come to the front entrance of the school building where their child will be brought out to meet them by a member of staff.
- Parents/carers must ensure that any person who may collect their child is listed on the registration form and that it is kept fully up to date.
- Parents must inform Club staff if their child is going to be absent from Club by contacting Mrs Zanre in the school office.

Daily Routine

Breakfast Club

- Children wishing to have breakfast should arrive between 7.45am and 8.00am, when breakfast stops being served.

● Children wishing to have breakfast wash their hands on arrival, ready to enjoy a freshly prepared breakfast (bagels, fruit, yoghurt).

After school session

● 3.15pm – 3.30pm - children will be given a healthy snack and drink; staff members will sit with the children at this time. Children can then join the activity they have booked to participate in.
● Charges for the after school club will always be from 3.15pm
● Children attending other school clubs (eg choir) can join the after school club session when the club ends. For some clubs (with an external provider) there may be an additional charge.
● 5pm - tidy up time encouraging the children to take responsibility for the environment.

Behaviour

Whilst attending breakfast club and after school club, children are expected to follow the school rules. The school behaviour policy applies at all times, including the rewards and sanctions.

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First Aid
The school first aid and administration of medication policy applies at all times.
Parents of any child who become unwell during Club will be contacted immediately.

Children not collected and Late collection
If a child has not been collected by 5.20pm parents will be contacted in the first instance by telephone. The additional contacts parents have provided will be telephoned in the second instance. If these contacts continue to be unavailable after approximately one hour, the police and Social Services will be informed.

If a child is collected late 3 times or more a fee of £10 will be added each time they are collected late.

Safeguarding
Penny McCarthy, Headteacher, is the Designated Safeguarding Lead. A copy of the school's safeguarding policy can be obtained from the school office or on the school website.

Wrap Around Booking and Payment of Fees
Families have the flexibility to book the specific days and sessions they require using their personal ArborPay account. Families have accountability of managing their own bookings and agree to the terms and conditions of this service as laid out in this policy. Up to 24 hours prior to your booked session you can request an amendment/cancellation by contacting the school at office.3127@standlake.oxon.sch.uk

After this time no further amendments can be made.

If you have an emergency and require the use of Breakfast or After School Club and you have missed the cut off for completing ArborPay, please telephone the school (01865 300454). You must obtain confirmation as late bookings are not guaranteed and are subject to availability.

Fees are to be paid in advance via ArborPay when sessions are booked or by tax free childcare vouchers. Please email the office with a screenshot of your tax free childcare payment.
Please see childcare voucher payment methods below:

ArborPay	Individual Student Account	
Government Tax Free Scheme	www.gov.uk/sign-in-childcare-account	Standlake CE Primary School OX297SQ URN:140983 DFE Number: 931/3127

If using another childcare voucher, please contact office.3127@standlake.oxon.sch.uk
If choosing to use one of the voucher methods above, please follow the next steps:

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1. Arrange with your provider to send payment to the school's bank account:
   Standlake Direct Credit Account
   Account number: 70767768
   Sort Code: 30-99-78

Once payment is received, your ArborPay account will be credited, allowing you to make wraparound bookings.

Therefore, it is important that you send a screenshot of the payment in adequate time for the monies to be added to the system for you to use.

Non-Attendance
If a child does not attend a booked breakfast or after school club session, parents/carers will still be charged. Please remember families can amend/cancel their booking up until 24 hours in advance of a session.
Some clubs are provided by outside providers and parents will be notified at the start of each term which clubs should be booked directly with the provider.

Service Cancellation
In the event of school closure where Breakfast or After School Club are unable to be offered a full refund will be provided.

Clubs
At Standlake School we offer varied clubs to extend the children's skills and experiences during their time at primary school. The club timetable will be communicated to families at the end of each term. In the event of any changes at a half term these will be communicated to families before the half term break to allow time to book into any new clubs.

Related Whole School Policies:
The before and after school club is an extension of the school, so all school policies apply to the running of this provision.
Of particular note are:
- Safeguarding and Child protection policy.
- Equal opportunities policy.
- Health and Safety policy.
- Supporting children with medical needs policy
- E-safety policy

Session costs for 25/26 academic year

	Cost
Breakfast Club	£6
After School Club session 1	£6
After School Club session 1 and session 2	£12

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Standlake CE Primary School Breakfast Club & After School Club Agreement

I …….. [PRINT NAME], parent/carer

of…….. have read and accept a copy of the club policy

and agree to abide by the terms therein.

The sessions in this contract are 7.45am – 8.45am for breakfast club and 3.15pm – 4.15pm or 5.15pm for after school club.
Sessions are booked on a first come, first served basis.

- I accept that I am the 'contracting parent' for the above child and agree to make payments in advance through ArborPay.
- I understand I can change or cancel sessions up to 24 hours prior to my child attending a specific session without incurring a charge and that any change or cancellation after this point is nonrefundable.
- I understand that fees may change without this policy being re-issued. The latest price schedule will be available on the school website or from the school office.
- I understand that there may be an additional charge if my child attends a club from an external provider.
- I understand that a fee of £10 per child will be applied for late collection after the third lateness which will be invoiced and payable through ArborPay. Every subsequent time after the third occasion a child is collected late, will incur a £10 charge per child.
- I agree to keep all contact, medical, dietary and other information up to date with the school office, as I understand this will be used by the before and after school club.

NOMINATED INDIVIDUALS AUTHORISED TO COLLECT YOUR CHILD

Please provide on the list below the full names of all individuals authorised to collect your child from our Before & After School Club, including parents and carers. I understand that the club will not release your child to anyone else.

Name	Phone Number	Relationship to child

Parent Signature …… Date ……..……